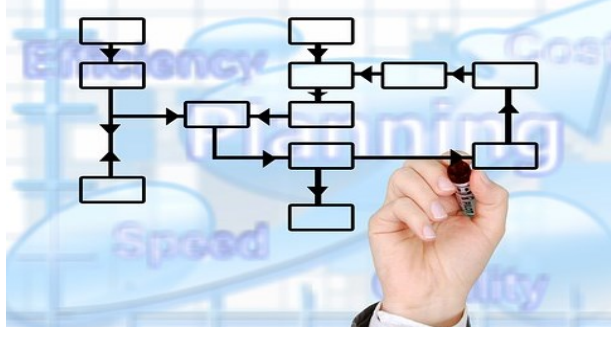




**New Focus for Employee Programs:** Under new leadership, the Office of Employee Programs (OEP) is striving to create a work environment in which employees across the Commonwealth of Virginia are engaged at a physical, emotional, and cognitive level. To ensure that Virginia maximizes the talent of its state workforce, OEP will deliver effective programs such as workplace giving, wellness, recognition, and financial literacy, that will assist in making the Commonwealth an “employer of choice.”

[See more from new OEP Director Vilma Alejandro.](#)

## Workforce Management



**HR Admin Tool:** This new tool is now live! Link to the [webinar](#). And, we heard you! Based on feedback from the HR Community, DHRM has lowered the minimum survey responses required for an agency to access reports. You can see a quarterly report if your agency has at least three completed surveys. Q2 reports will be available soon.

**Think 50! Recruiting Timeline Tool:** New and posted to the [Talent Acquisition Resources](#) web page! This tool is an example of how to design a recruitment process to meet the 50-day recruiting challenge.

**Paid Parental Leave:** Parental leave has been added as a leave category for each classified employee set up in TAL. Instructions for entering this new leave type and making retroactive adjustments were distributed to TAL Leads in December. The new leave category is addressed in ongoing TAL training provided for new privileged users and those needing refresher training. Individual questions regarding leave entry may be directed to the TAL project team at [TAL@dhrm.virginia.gov](mailto:TAL@dhrm.virginia.gov).

**Affordable Care Act (ACA):** Thanks to agencies that completed the online ACA certification by the January 8 deadline. The certification on file after the deadline is the one that will be used for reporting to the IRS. DHRM will be mailing 1095 forms to employees soon.

**Richmond Times-Dispatch FOIA Request:** Look for the Richmond Times-Dispatch to post state employee salary information in the near future. DHRM responded to their annual FOIA request for employee salaries in early December. Data reflect salaries as of November 1. [Read the specifics.](#)

**Emergency Closings:** Just a reminder to consult the [emergency closings policy](#) and keep your contact information and internal procedures up to date!



## Rewards

**SmartShopper:** Look at the Benefits Administrator E-News dated [January 18, 2019](#) for instructions on how to process [SmartShopper incentives](#) for COVA Care and COVA HDHP members. The Department of Accounts will receive incentive information for employees in CIPPS agencies, and non-CIPPS agencies will receive incentive information directly for their employees.

**Student Loan Repayment and 529 Bonuses:** Be sure to key your student loan repayment bonus transactions! PMIS agencies must use the PSE065 Classified Compensation menu to authorize and record payouts of all awards of these new bonuses. Your PMIS keying staff has been given instructions on how to complete the transactions. It is important that we accurately record all transactions in support of the new bonus tool.

569/669 Retn Bon Stu Ln Auth  
570/670 Retn Bon Stu Ln Pay  
571/671 Sign Bon Stu Ln Auth  
572/672 Sign Bon Stu Ln Pay

## Engagement



**Employee Recognition:** Look for a rollout soon of the new state employee engagement and recognition policy, and complementary handbook. Thanks to all who attended the Enhancing Employee Engagement meeting on Jan. 24. A summary and digital files may be found [here](#).

**Employee Discounts:** [View the new discounts](#) posted on our Employee Discounts page, including Verizon FIOS and Colonial Williamsburg. Don’t forget the VMFA exhibit or season football tickets!



**WW Rebranding:** Weight Watchers is now WW! Watch for information soon on the re-branding effort and updates to the state [WW web page](#) and CommonHealth. See [FAQs](#).



## HR Technology

**Data Integrity:** Maintaining the integrity of data is a critical element in the partnership between agencies and DHRM. [Read more](#) about this significant topic.

**Cardinal HCM Update:** The Cardinal project remains on schedule, with the functional design phase expected to begin this spring. Both DHRM and DOA are excited about the efficiencies and synergies the Cardinal system represents and are eager to continue to design, develop, and implement this new platform for the Commonwealth.

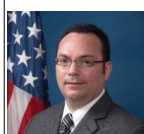
**Health Benefits Open Enrollment:** Look for online Open Enrollment for health plans and flexible spending accounts this year! The online system will be ready to accept changes for the plan year beginning July 1, 2019. The dates for Open Enrollment will be announced soon, with details to come in early April.

### Coming Soon...

**Legislative Tracking:** Keep up to date on 2019 General Assembly legislation important to human resource professionals. More in coming weeks!

**Equity, Diversity and Inclusion Program:** We’re excited to introduce this new program to support a culture that demonstrates these principles. Get ready for details! Be sure to read about DHRM’s new Director of the Office of Equity, Diversity, and Inclusion below.

### Welcome New Team Members!



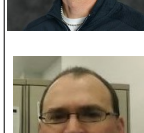
**Equity, Diversity and Inclusion:** **Richard Torres-Estrada** is the new DHRM Director of the Office of Equity, Diversity and Inclusion. He has a wealth of experience with federal agencies and has served as EEO Director, Investigations Manager, HR Director and other employment-related positions.



**Office of Employment Dispute Resolution:** **Cory Stufflebeem**, DHRM’s new Workplace Conflict Specialist, comes to us from the Office of the Attorney General, where he was a Dispute Resolution Specialist. His experience encompasses public, private and non-profit organizations.



**Employee Programs:** **Michael King** has joined DHRM as the Richmond CommonHealth Regional Coordinator. A Certified Health Education Specialist (CHES), Michael is also a competitive cyclist. He worked most recently for Project HERO and Ride2Recovery.



**Information Technology:** **Jason Whitfield** is a lead developer on the ITECH team, who has more than 20 years experience in planning, design, development and implementation of client-server and web-based applications. **NaSandra Twyman** joins ITECH as Telecommunications Coordinator, with more than 15 years in customer service in call center and office environments.

**Office of Contracts and Finance:** **Nga Huynh** is the new OCF financial analyst. She comes to us from State Police where she served as the Accounting Manager. Nga holds a master’s degree in accounting from VCU and also has obtained her Certified Public Accountant Certification.